



**STATEMENT OF PROCEEDINGS
FOR THE SPECIAL MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 374-A
LOS ANGELES, CALIFORNIA 90012**

Wednesday, October 2, 2013

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (13-4726)

Attachments: [AUDIO](#)

Present: Member Brenda Robinson, Member Maria Romero, Member Michelle Vega and Member Nick Ippolito

Excused: Chair Dorinne Jordan, Vice Chair Carl Gallucci, Member Louisa Ollague, Member Kieu-Anh King, Member Lori Glasgow and Member Lisa Mandel

Call to Order. (13-4137)

Brenda Robinson called the meeting to order at 10:40 a.m.

I. ADMINISTRATIVE MATTER

1. Approval of the August 7, 2013 meeting minutes. (13-4138)

On motion of Michelle Vega, seconded by Maria Romero, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

2. Probation Department Success Stories. (13-4140)

Lisa Campbell-Motton, Probation Department, expressed her satisfaction with knowing that there are providers that take responsibility for their actions and shared a story about a group home that admitted being at fault for findings exposed and cooperated in finding feasible solutions. Ms. Campbell-Motton also expressed content with an upcoming adoption anticipated to be finalized by the end of October 2013.

II. OLD BUSINESS

3. Five Acres Group Home Contract Compliance Monitoring Review (11/27/12) (Continued from meeting of 3/20/13). (13-0093)

On motion of Maria Romero, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

4. Dangerfield Institute of Urban Problems Group Home Contract Compliance Monitoring Review (12/13/12) (Continued from meeting of 3/20/13). (13-0248)

On motion of Maria Romero, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

5. Childhelp USA Group Home Contract Compliance Monitoring Review (Riverside and Orange Counties) (12/13/12) (Continued from meeting of 3/20/13). (13-0249)

On motion of Maria Romero, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

6. Casa Editha Foundation, Inc., d.b.a. Ava Lyn's Group Home Contract Compliance Monitoring Review (12/15/12) (Continued from meeting of 3/20/13). (13-0250)

On motion of Maria Romero, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

7. Moore's Cottage Group Home Contract Compliance Monitoring Review (Continued from meeting of 12/5/12, 3/20/13, 6/5/13 and 8/7/13). (12-4848)

In response to questions posed by Michelle Vega, Aggie Alonso, Auditor-Controller (A-C), reported that additional documentation was received from the agency and it is being reviewed.

A-C staff was instructed to provide an update at the next cluster meeting.

On motion of Maria Romero, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - SEPT. 2012 DCFS REPORT](#)
 [SUPPORTING DOCUMENT - JAN. 2013 DCFS REPORT](#)

8. Trinity Youth Services - A Foster Family Agency and Group Home Foster Care Contract Provider - Fiscal and Allegation Review (6/5/13) (Continued from the meeting of 8/7/13). (13-2790)

In response to questions posed by Maria Romero, Aggie Alonso, Auditor-Controller (A-C), reported that the agency has filed an appeal and his office is scheduled to meet with the agency on October 16, 2013 to discuss their concerns.

Brenda Robinson instructed A-C staff to provide an update at the next cluster meeting.

On motion of Maria Romero, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

III. REPORTS

9. Counseling & Research Associates (dba Masada Homes) Foster Family Agency Contract Compliance Monitoring Review (7/24/13). (13-3878)

In response to questions posed by Brenda Robinson with regard to a disaster drill expected from the agency, Karen Richardson, DCFS, reported that a follow-up to the Corrective Action Plan will be in the next review, scheduled for October 2013.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

10. Westside Children's Center Foster Family Agency Contract Compliance Monitoring Review (7/31/13). (13-3846)

In response to questions posed by Brenda Robinson, Karen Richardson, DCFS, reported that the next review will reveal if corrective actions have been taken.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

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11. Hathaway-Sycamores Foster Family Agency Contract Compliance Monitoring Review (7/31/13). (13-3847)

In response to questions posed by Michelle Vega with regard to the Corrective Action Plan submitted to Community Care Licensing (CCL), Karen Richardson, DCFS, reported that CCL approves corrections as they are submitted and a follow-up is not conducted. Ms. Richardson added that if deficiencies were still existing, they would have been noted in the report.

In response to questions posed by Maria Romero, Karen Richardson, DCFS, explained circumstances were individuals are defined as frequent visitors and what is required from them.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

12. Ettie Lee Foster Family Agency Contract Compliance Monitoring Review (7/31/13). (13-3848)

In response to questions posed by Brenda Robinson, Karen Richardson, DCFS, reported that the agency has submitted the Corrective Action Plan and the next review will reveal corrections.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

13. Southern California Foster Family Agency Contract Compliance Monitoring Review (7/31/13). (13-3877)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

14. Macro Group Home Contract Compliance Monitoring Review (7/31/13). (13-3890)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

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15. Inner Circle Foster Care and Adoption Services Foster Family Agency Contract Compliance Monitoring Review (8/1/13). (13-3845)

In response to questions posed by Brenda Robinson, Latisha Thompson, DCFS, reported that the employee responsible for the embezzlement was prosecuted and sentenced.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

16. Families for Children Foster Family Agency Contract Compliance Monitoring Review (8/2/13). (13-3844)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

17. Dangerfield Institute Foster Family Agency Contract Compliance Monitoring Review (8/2/13). (13-3876)

In response to questions posed by Brenda Robinson with regard to fiscal findings, Sandra Gomez-Diaz reported that the fiscal review revealed \$73,114 in question cost and, as of June 2013, the provider still owes \$42,637.

Latisha Thompson, DCFS, reported that the provider owes \$38,573, as of August, and they are on a monthly payment plan.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

18. T&T Group Home Program Contract Compliance Monitoring Review (8/2/13). (13-3880)

Karen Richardson, DCFS, reported that confirmation of implementations will be determined with the next review.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

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19. Sand Hill Group Home Contract Compliance Monitoring Review (8/2/13). (13-3881)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

20. Olive Crest Residential Treatment Center Group Home Contract Compliance Monitoring Review (8/2/13). (13-3882)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

21. St. Anne's Maternity Group Home Contract Compliance Monitoring Review (8/2/13). (13-3888)

In response to questions posed by Michelle Vega, Karen Richardson, DCFS, reported that the agency is willing to correct deficiencies found.

In response to questions posed by Maria Romero, with regard to the nutrition menu for to the children, Ms. Richardson will determine if a nutritionist assists in preparing the menu and report back to the members.

On motion of Michelle Vega, seconded by Maria Romero, this item was receive and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

22. Heritage Group Homes Group Home Contract Compliance Monitoring Review (8/2/13). (13-3889)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

23. United American Indian Involvement, Inc. - A Department of Mental Health and Department of Children and Family Services Provider - Contract Compliance Review (8/5/13). (13-3851)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - A-C REPORT](#)

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24. Walden Family Services Foster Family and Adoption Agency Contract Compliance Monitoring Review (8/6/13). (13-3874)

In response to question posed by Brenda Robinson with regard to the status of Community Care Licensing citations (CCL), Karen Richardson, DCFS, reported that the employee involved in sexual activities with a foster youth has an exclusion from CCL that forbids him from working or supervising children and the foster home has been decertified.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

25. Homes of Hope Foster Family Agency Contract Compliance Monitoring Review (8/7/13). (13-3853)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

26. Aspiranet Foster Family Agency Contract Compliance Monitoring Review (8/7/13). (13-3858)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

27. Aviva Family and Children's Services Foster Family Agency (AKA Hamburger Home Inc.) Contract Compliance Monitoring Review (8/7/13). (13-3862)

In response to questions posed by Brenda Robinson, Karen Richardson, DCFS, reported that the next review will reveal if corrections have been implemented for deficiencies found.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

28. Foster Family Network Foster Family Agency Contract Compliance Monitoring Review (8/7/13). (13-3879)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

29. Star View Adolescent Center Community Treatment Facility Contract Compliance Monitoring Review (8/7/13). (13-3883)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

30. West Covina dba Homes of Hope Group Home, Incorporated, Casa Esperanza Treatment Center Group Home Contract Compliance Monitoring Review (8/7/13). (13-3884)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

31. Hathaway-Sycamores Children and Family Services Group Home Contract Compliance Monitoring Review (8/15/13). (13-3891)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

32. Fields Comprehensive Youth Services Group Home Contract Compliance Monitoring Review (8/15/13). (13-3892)

In response to questions posed by Brenda Robinson with regard to deficiencies in submittals of Special Incident Reports (SIR), Karen Richardson, DCFS, reported that the group home conducted SIR retraining in May 8, 2013.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

33. Futuro Infantil Hispano Foster Family Agency Contract Compliance Monitoring Review (8/20/13). (13-4072)

Maria Romero expressed concern about how the management of the clothing allowance.

Karen Richardson, DCFS, will report back with the clothing allowance amount.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

34. Guardians of Love Foster Family Agency Contract Compliance Monitoring Review (8/20/13). (13-4074)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

35. Trinity Youth Services Foster Family Agency Contract Compliance Monitoring Review (8/23/13). (13-4077)

On motion of Michelle Vega, seconded by Marian Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

36. Boys Town of California, Inc., Group Home Contract Compliance Monitoring Review (Orange County) (8/29/13). (13-4160)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

37. Rosemary Children's Services Foster Family Agency Contract Compliance Monitoring Review (8/29/13). (13-4287)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

38. West Covina Group Home Contract Compliance Monitoring Review (8/29/13). (13-4288)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

39. Children's Group Home Ombudsman Semi-Annual Report - January 1 through June 30, 2013 (9/5/13). (13-4253)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

40. West Covina Foster Family Agency DBA Homes of Hope - A Foster Family Agency and Group Home Foster Care Contract Provider - Fiscal Review (9/9/13). (13-4295)

In response to questions posed by Brenda Robinson with regard to fiscal findings for the agency, Sandra Gomez-Diaz reported that the agency has entered into an agreement.

Latisha Thompson, DCFS, provided a brief summary of her department's process for agencies that fail to make payments.

Fernando Rubio, Treasurer and Tax Collector, reported on the protocol followed by his department when agencies miss payments.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

41. Turmont Home for Boys and Girls Group Home Contract Compliance Monitoring Review (9/10/13). (13-4462)

In response to questions posed by Brenda Robinson, Karen Richardson, DCFS, provided a brief summary of the process executed by Community Care Licensing (CCL) for citations and reported that although CCL provides copies of investigated complaints, her Department will only follow-up if concern rises with regard to the Corrective Action Plan or if there is an issue that has been reported to the child abuse hotline. Ms. Richardson added that the process to follow between DCFS and CCL is generally manual and consists of monthly reports.

Lisa Campbell-Motton, Probation, reported that her department shares a similar manual process of monthly reports with CCL but urgent matters are handled with immediate telephone calls. There is no universal database to be utilized by departments and CCL in order to communicate.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

42. Olive Crest Foster Family Agency Contract Compliance Monitoring Review (9/11/13). (13-4463)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

43. Children's Way Foster Family Agency Contract Compliance Monitoring Review (9/12/13). (13-4464)

In response to questions posed by Brenda Robinson, Karen Richardson, DCFS, reported that no neglect issues were found and the next review is scheduled for February 2014.

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

44. Penny Lane Group Home Contract Compliance Monitoring Review (9/12/13). (13-4465)

On motion of Michelle Vega, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

IV. DISCUSSIONS

- 45.** Status of Foster Family Agency and Group Home form contract language dealing with Compensation (Continued from meeting of 12/5/12, 3/20/13, 6/5/13 and 8/7/13). (12-5522)

Aggie Alonso, Auditor-Controller (AC), reported of on-going discussions with County Counsel in an effort to strengthen language in the contract related to cash requirements, payroll taxes, the executive compensation and donated funds. Mr. Alonso added that meetings are scheduled with the Department of Children and Family Services as an attempt to find some closure with the Executive compensation issue.

In response to questions posed by Brenda Robinson, Aggie Alonso, A-C, reported that the Association of Community Human Service Agencies (ACHSA) has manifested dissatisfaction with the usage of the Child Welfare League of America's (CWLA) standards and would rather see the usage of an Internal Revenue Service study instead.

In response to questions posed by Michelle Vega, Aggie Alonso and Sandra Gomez-Diaz, A-C, reported that although the contracts require the agencies not to utilize cash as a method of payment, many agencies have been found to use cash, which generate problems when attempting to link corresponding receipts.

In response to questions posed by Nick Ippolito with regard to Executive compensation, Aggie Alonso and Don Chadwick, A-C, reported that the County is only able to control and monitoring funds that have been provided by the County. Mr. Alonso added that the current contract language for executive compensation does not facilitate auditing procedures due the noted marginal acceptance of comparable studies to the CWLA study.

Discussion ensued among Auditor-Controller staff and Members with regard to the County's requirements for the Board of Directors of the agencies and legitimate areas where cash can be utilized.

Brenda Robinson expressed concern with the contract not reflecting sufficient language that notifies the agencies of inappropriate business being a factor in not having their contracts renewed and emphasized the need to have extensive discussions, about consequences, with agencies prior to finalizing contracts.

Don Chadwick, A-C, will examine the Auditor-Controller handbook governance language to determine if what is expected from the agency's Board of Directors is noted and provide the members with a copy of the handbook.

In response to questions posed by Maria Romero, Aggie Alonso, A-C, reported that a mechanism to notify DCFS when a question cost occurs is currently in place, which assists as a tool when program reviews are conducted.

In response to questions posed by Brenda Robinson, Sandra Gomez-Diaz, A-C, reported that some agencies are not aware of payroll tax problems until reviews are conducted and efforts are being made to add language in the contracts that would require agencies to submit IRS transcripts.

46. TTC Collection Process (Continued from meeting of 8/7/13). (13-3690)

Kathy Gloster, Assistant Treasurer and Tax Collector and Fernando Rubio, Operations Chief, Treasurer and Tax Collector (TTC), distributed a procedural workflow chart and provided a brief overview of the process executed for agencies that miss payments.

47. Comprehensive Schedule of Audits and Results for DCFS Group Home and Foster Family Agency Contractors. (13-4139)

Aggie Alonso, Auditor-Controller (A-C), reported that meetings have been conducted with users to determine what features and functions the web-based system should include. A prototype is anticipated to be completed by the end of this year.

Brenda Robinson instructed Auditor-Controller staff to provide an update at the next meeting.

48. Probation Group Home Monitoring Report. (13-4141)

Lisa Campbell-Motton, Probation, reported that efforts are put in place to expedite the uploading of Group Home reports to their website and to include DCFS' reports as well. Ms. Campbell-Motton added that the process that would allow Foster Family Agencies (FFA) to work with the Probation Department is at the final phase, which includes Community Care Licensing approval letters, and also reported that DCFS will revise their contracts to include Probation. Ms. Campbell-Motton will provide the members with a list of the seven FFAs that were included to Probation.

V. MISCELLANEOUS

- 49.** Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (13-4143)

There were no matters posted.

- 50.** Public Comment. (13-4144)

No members of the public addressed the Committee.

- 51.** Adjournment. (13-4145)

There being no further business to discuss, the meeting adjourned at 12:00 p.m.